

OASIS

April 2019

Oasis Management (Hong Kong)

Role: Operations Associate

Job Description:

Oasis is a global multi-strategy hedge fund manager with headquarters in Hong Kong. We are looking to hire an **Operations Associate** as a member of our operations team. The associate would sit in the head office in Hong Kong, on the desk, and would be expected to make significant contributions to the team.

Daily Operations Tasks:

- Trade Management – Work with traders and counterparties to ensure proper trade bookings, allocations, amendments, matching, and settlements for all asset classes
- Trade Settlement – Confirm details match between Oasis bookings, fund administrator’s system, and counterparty confirms/statements
- Daily Reconciliation – perform cash and position reconciliations among internal PMS, PBs and Fund Administrator
- Cash Management – Processing margin calls, derivative settlements, reset, and unwind payments etc.
- Corporate Actions – Process rights exercises, dividend elections, DR / CB conversions, etc.
- Exercising options and trade expiries – ASCOTs, OTC Options, NDFs, etc.
- Break Management - Clear trade / positions / cash breaks in conjunction with fund administrator
- OTC Trade Confirms – Review and execute paper confirms and electronic confirmations
- Assist Fund Accounting Team & Risk Team with resolving PnL and/or risk-related issues
- Compliance Monitoring – Assist with secondary review of short positions, long positions, etc.
- Regulatory Filing Information – Assist on ad hoc projects

- Implementation work – involve in the implementation work on our new OMS, PMS and cash management system.

Qualification Requirements:

- Fluent in English
- University graduate

- 1-5 years relevant experience
- An independent thinker who is highly intelligent and motivated
- Comfortable working under tight deadlines in face-paced environment
- Desire to grow and develop knowledge and skills, and to advance within the firm
- Knowledge of asset classes, financial markets, and relevant current events
- Familiar with elements of trade life cycle and resolution of cash equity trade settlement issues
- Prior experience with trade booking or Order Management System (OMS)*
- Knowledge of Corporate Actions mechanics, Convertible Bonds, OTC Products*
- Systems: Outlook, Excel, Word, Bloomberg*, Paladyne / Broadridge*, Prime Broker websites*
- Strong Excel skills with VBA knowledge is a plus

** preferred but not required*

Qualified candidates should send their CV and reference list to Recruiting@oasiscm.com.

For more information about our company please visit <https://oasiscm.com>.